

FOIA Sequence Tool



Step One:
MAINTAIN A COMPREHENSIVE ADMINISTRATIVE FILE

Maintain detailed case notes and copies of documents.

Step Two:
PROPERLY INTERPRET THE SCOPE OF THE REQUEST AND MAINTAIN GOOD COMMUNICATION WITH REQUESTERS

Determine the scope of a request and communicate with the requester during the processing of their request.

Step Three:
DETERMINE THE APPLICABILITY OF FEES

Determine whether fees should be assessed.

Step Four:
CONDUCT A SEARCH FOR RESPONSIVE RECORDS

Perform a reasonable search for the requested records.

Step Five:
REFER, CONSULT, AND COORDINATE

Determine whether any of the responsive records require referrals, consultations, or coordination.

Step Six:
CONDUCT DOCUMENT REVIEWS

Determine whether the information contained in responsive records is protected by a FOIA exemption.

Step Seven:
PREPARE RESPONSE

Prepare records for disclosure and respond to the requester.